



Napp Pharmaceutical Group Job Description



JOB TITLE:	Compliance Coordinator	SECTION:	Medical
DEPARTMENT:	Medical Affairs	COMPANY:	NPL
RESPONSIBLE TO:	Senior Code Compliance Manager	DATE:	March 2017

A. BROAD PURPOSE OF JOB:

- Contribution to ensuring Napp's compliance with the ABPI Code of Practice through the management of the sign-off process (ZincMaps Software), ensuring the Field Force are conversant with the Code to enable Napp to be an effective Sales Organisation and supporting compliance activities of the Senior Code Compliance Manager.

B: KEY SKILLS

Essential:

- Ability to work with all stakeholders (final signatories, marketing, medical affairs, legal etc)
- Ability to support our vibrant Sales Force with regards to all related activities
- Proactive and solution driven to ensure resolution of issues with process stakeholders
- A friendly and approachable manner in dealing with internal and external customers
- Excellent organisational and communication skills
- Demonstrating "can do attitude" towards unfamiliar situations
- Ability to prioritise own workload and work autonomously when required

Desirable:

- Preferably a subject matter expert for ZINC but not essential
- Good understanding of the ABPI Code of Practice

C: SPECIFIC DUTIES & RESPONSIBILITIES:

1. Training (Both general ZINC approval process and specific ZINC training)
 - New starters
 - Refreshers (for reviewers, approvers and Final Signatories)
 - Creating/updating training materials
2. Changes to ZINC specifications
 - Proactively identifying gaps/issues and implement improvements
 - Reactively ensuring appropriate stakeholders are informed and agree on any changes

- Rollout relevant upgrades to Business as required

3. Day to Day Management

- Liaising with ZINC
- Quarterly reviews (with procurement)
- Managing/forecasting the Budget for ZINC licences
- Auditing ZINC approval system and licence use
- Create and manage internal Approval/ZINC 'helpdesk' service
- Co-ordinate the re-approvals/withdrawals process with the Re-approval Co-ordinators, and ensuring job bags are archived

4. MEGS and Sponsorships

- Processing of MEGS requests with Senior Code Compliance Manager and ensure Zinc approval
- Processing of HCPs sponsorships and ensure compliance approval thereafter

5. Support brands activities

- Track and manage the MEGS budget & individual area sponsorship budgets for the Salesforce
- Provide guidance and support on Salesforce activities i.e. 3rd party meetings, Napp organised Speaker meetings, subsistence and honoraria
- Check meeting venues & accommodation are compliant with the Code

6. Support activities of the Senior Code Compliance Manager

- Support in setting up meetings related to: SOP/Code training, Code Compliance Workshops, Code Compliance meeting, and Complaints
- Deputise for Senior Compliance Manager at compliance related meetings

7. SOPs

- Support with the creation and updating of SOPs as required
- Maintenance of SOPs on Compliance Share point
- Provide assistance with the auditing of Code compliance activities

8. Audits

- Audits of Sales Force CRM system to ensure compliance and guidance adherence
- Help to drive process continuous improvements through appropriate checks
- Provide assistance with the auditing of Code compliance activities

9. Value Exchange Tracker (VET) and Disclosure of HCP payments

- Ensure requirements of the Code are fulfilled with the current Napp VET with regards to recording payments to HCPs and Reconciliation of data within VET
- Liase with VET admins to ensure timely recording of payment in the VET tracker
- Record all payments made to HCPs & HCOs for MEGS & Sponsorships

10. Other

- Maintenance and reconciliation of Speaker Agreement records
- Maintain/archive all relevant documents on the Compliance SharePoint site
- Responsibility for proactive MEGS, including ensuring certification, launch of materials, as required and stock into Pharmasis
- Maintenance of ABPI training records for all ZINC users and Sales Force
- Demonstrate Napp's three A's or Agility, Ambition and Accountability as relevant to the performance of the role